

**Lynchburg Parking Authority Minutes  
Tuesday, August 8, 2017  
3:00 P.M. – 4:00 P.M.**

**City Hall  
Second Floor Conference Room  
900 Church St., Lynchburg, VA, 24504**

**Members Present:** Brandon Farmer, Chairman  
Thorne McCraw  
Tobi Jaeger  
Jim Mundy

**Members Absent:** MaryAnn Dolan, Urs Gabathuler, Carl Matice

**Staff Present:** Susan Brown, Phyllis Garlick, Charles Hartgrove, Jennifer Kennedy, Ashley Kershner, David Malewitz,

**Public Present:** Jannett Spearman, Tom Hayman, Mary Brockman, Denise Ehlers, Sherese Gore

The meeting was called to order at 3:00 p.m. by Chairman, Brandon Farmer.

**Approval of Meeting Minutes:** Mr. Farmer asked for a motion to approve the minutes from the June 13, 2017 meeting.

**Motion:** A motion was made by Mr. Mundy to approve the June 13, 2017 minutes as submitted. Motion was seconded by Mr. McCraw. Motion carried 4-0.

**Old Business:** No Old Business

**Agenda Items:**

Mr. Malewitz revised the criteria for the public to speak at the Parking Authority Board Meetings: *Comments from the public will be accepted when called upon by the Board President for the purpose of allowing members of the public to address the Parking Authority on items related to Action Items and Report from the Parking Manager. Individuals may speak up to 5 minutes.*

**Action Items:**

Discussion on future parking operations in parking Lot H (Community Market): Action item related to previous board vote at the March 21, 2017 board meeting that any decisions on parking operations pertaining to Lot H be tabled until the completion of the Community Market parking deck restoration project (\*Completion set for August 13<sup>th</sup>)

**STAFF RECOMMENDATION:**

Paid parking in Lot H at the Community Market will temporarily cease. The approved Downtown 2040 master plan will provide guidance for future parking operations, including parking in Lot H at the Community Market. Parking is to revert back to the original 2 HR time limited parking and appropriate signage will be installed. Enforcement will begin upon completion of sign changes. Enforcement hours will be Monday – Saturday 8 a.m. – 5 p.m.

Comments from Board Members:

Ms. Jaeger asked about the Community Market response to the two hour turnover as Main Street is only one hour and whether they would prefer a one hour turnover? She stated that it would be easier on Public Works for the signage to included 8 to 5 and for enforcement to cease after 2.

Mr. Farmer asked if it is feasible to have enforcement after 2 p.m. on Saturdays?

Mr. Malewitz answered that the primary purpose of Saturday enforcement is to maintain parking operations for the farmers market. The Community Market hours end at 2 p.m. and the demand for parking assistance is not needed after that time.

Comments from the Public:



Jannett Spearman agreed with the two hour time limit. One hour is not enough time. She asked if the change will be put on the news.

Tom Hayman stated he would like to see two hour parking downtown in all of the locations on-street.

Jennifer Kennedy, manager of the Community Market, presented a statement (Attachment A).

Mary Brockman expressed having a larger press release to inform the public of the change from having paid parking to free two hour parking.

Mr. Malewitz stated that until all new the signage is installed, paid parking will be in effect. A press release will go out through the City Communications and Marketing Department. As to the larger press release, Mr Malewitz reminded the attendees that this change is a temporary one until the new downtown master plan is completed. At which time, paid parking in Lot H at the Community Market will be readdressed as part of the comprehensive parking management plan. He also stated it may be preemptive to go with a large press release.

**Motion: A motion was made by Dr. Mundy to approve the Staff Recommendation as submitted. Motion was seconded by Mr. McCraw. Motion carried 4-0.**

**Reports from the Parking Manager: Financials for June and July 2017 (July 1 beginning of new fiscal year:** Mr. Malewitz reported that June 30 was the end of the fiscal year and that by the end of September everything should be posted and we will have a more accurate report.

Ms. Jaeger questioned the drop in revenue for July. She also asked how the closing of the Lot C (the Criminal Justice lot) would affect the revenue.

Mr. Malewitz stated that the closing had little effect of the revenue. Very few permits were sold. They received \$25 permit sold. Only two residential permits were sold which were a wash and there were only 4 business permits which only brought in \$15 permit.

As to the revenue, Mr. Malewitz reported that the Parking Management Dept is more actively engaging in our revenue collections. Over 1,000 invoices were just mailed out. They consisted of old debt which came over in the conversion to the new system. We are seeing positive numbers at the pay stations.

**Criminal Justice Academy Parking Lot (Lot C):** The City Manager, Deputy City Manager, and Mr. Malewitz have met to try and formulate a plan to present to Ron Staton. The City Manager will meet with Mr. Staton. The Academy is reorganizing and discovering that they need additional parking requirements that the lot will provide to them. The City Manager is working with Mr. Staton to try to come up with some solutions to keep the lot open nights and on weekends. It may involve using our staff to raise and lower the gates. Mr. Malewitz reminded the Authority that the City will work diligently to address the concerns, but it is important to remember that the parking lot is a privately owned lot.

**Public Comments:**

Tom Hayman stated it was good to hear that something is being done for the Criminal Justice parking lot as he has had several people comment about the lot being empty on Saturday mornings.

Mary Brockman asked that we need to "think outside the box" for solutions on managing our parking and creating an agreement with the Criminal Justice Academy.

**Downtown Master Plan:** The first of the upcoming downtown Master Plan meetings is the kickoff meeting, August 9<sup>th</sup> from 6 p.m. to 9 p.m. at the Center of the Arts located at 600 Main St. If parking is your big topic, Thursday, August 10<sup>th</sup>, from 10 a.m. to 11:30 a.m. at Riverviews Art Space, the topics will be on Transportation and Parking. This is a great opportunity to share and how we will shape our future for the next 20 years.

Mr. Farmer announced that there will also be an open discussion from 6 p.m. to 8 p.m. on Thursday night.

**Letter from Dr. Catalano:** Mr. Malewitz reviewed a letter, which was included in the packet, from Dr. Catalano, owner of 1001 Commerce St. This is where Sun Trust Bank is located and known as Lot S. Dr. Catalano feels that residential parking is too cheap and is requesting that the Board re-evaluate the rates and consider raising them. The current rate is \$25 a month.

Mr. Malewitz explained that with parking being free on-street after 5 p.m. that there is no incentive to pay to park off street when the majority of residents are coming home at 4 to 5 o'clock.

Ms. Jaeger commented that with all the construction going on downtown how we could consider raising the rates especially if the occupancy is low.

**Parking Management Office Move:** Mr. Malewitz announced that the Parking Management Office has moved. We are officially on the ground level at the entrance off of 9<sup>th</sup> Street. Come to us there if you need anything.

**In Closing:** Mr. Malewitz recognized Dr. Mundy as he retiring. Mr. Malewitz acknowledged all the years of service he has given to the community. The community is losing a great member of an organization and advocate for our community.

**New Business:** No New Business.

**Comments from Authority:**

Ms. Jaeger inquired about the "Work Sessions" mentioned in a previous Board meeting.

Mr. Malewitz stated that we cannot conduct a Work Session without it being open to the public and advertised.

**Comments from the Public:** No comments from the public.

The next meeting will be October 10, 2017 at 3 pm, 2<sup>nd</sup> floor Training Room, City Hall.

Meeting Adjourned.